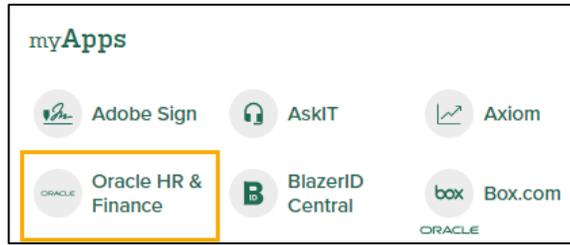


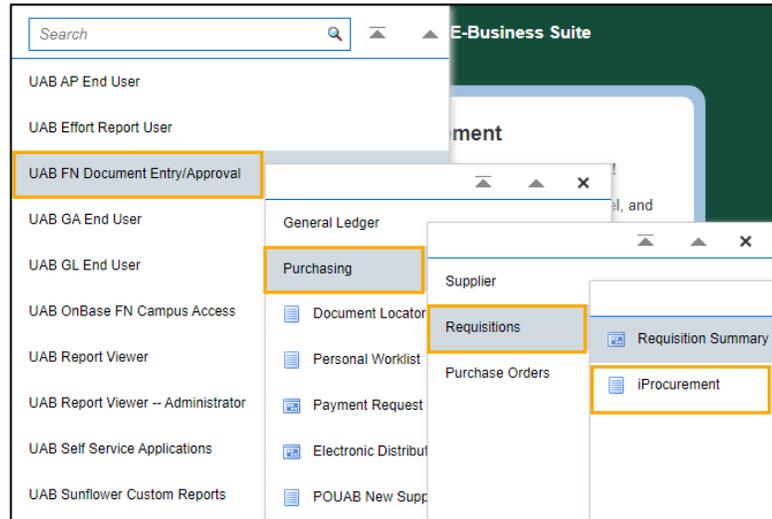
Log in to **Oracle HR & Finance:**

- Navigate to the [myUAB portal](#).
- Locate and click **Oracle HR & Finance**.



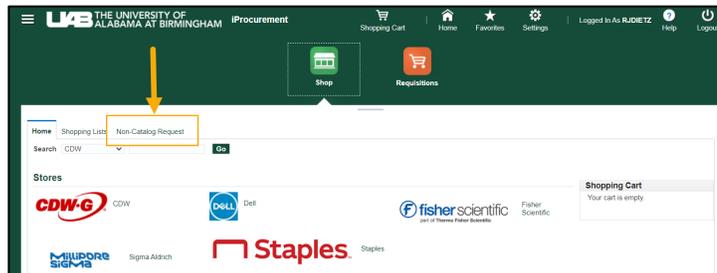
Navigate to **iProcurement:**

- Click the **3-lined navigation button** in the top left of the Oracle homepage.
- From **UAB FN Document Entry/Approval**, choose **Purchasing**, then **Requisitions**, and finally **iProcurement**.



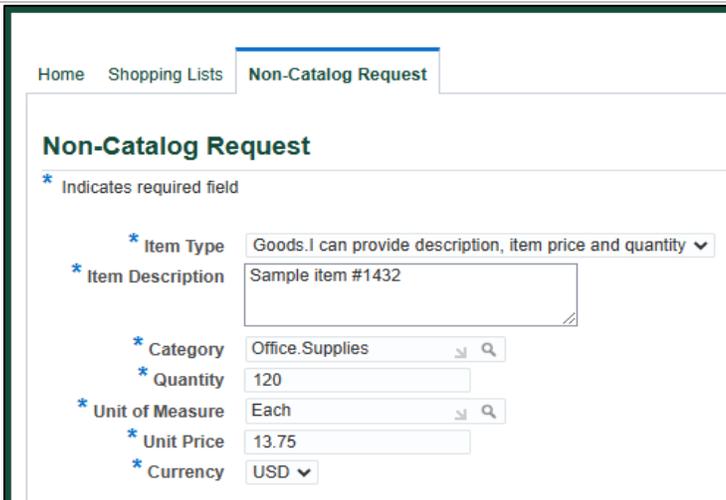
In the iProcurement **Shop** tab:

- Click **Non-Catalog Request**.



Enter the **line-item information:**

- Required fields are identified with an \* asterisk.



Enter the **Supplier Name** and **Site**:

- Begin typing the **Supplier Name** in the box.
- A dropdown menu will appear.
- Select the desired **Supplier** from the list.

Supplier	Site	Unique Entity Identifier	Tax Reg Num	TIN	Contact	Phone
BUSINESS COLORS LLC	A-ALABASTER			825421822		
BUSINESS EXPERT PRESS LLC	A-NEW YORK			950873108		
BUSINESS INTERIORS INC	A-BIRMINGHAM			630943005		
BUSINESS SYSTEMS & CONSULTANTS INC	A-BIRMINGHAM			630709118	INFO	
BUSINESS SYSTEMS & CONSULTANTS INC	A-BIRMINGHAM-01			630709118		

The system will automatically populate the **Site** field.

Supplier Name: BUSINESS EXPERT PRES

Site: A-NEW YORK

Phone: [Empty]

Supplier Item: [Empty]

Add item to cart using one of these options:

- Click **Add to Cart and New**.
- OR
- Click **Add to Cart and Next**.

**Clear All** **Add to Favorites** **Add to Cart and New** **Add to Cart and Next**

**Adds the non-catalog item to the cart and refreshes the values you have entered. Any data entered on the previous item is removed once added to the cart.**

**Adds the non-catalog item to the cart and retains the values you have entered. Retains the item information from the previous item added to the cart.**

When you have finished adding items for this order:

- Click **View Cart and Checkout**.

**Add to Cart**

**Shopping Cart**

Your cart contains 2 lines.

Recently Added Lines

Sample item #5689	35	Each
Sample item #1432	120	Each

**View Cart and Checkout**

From the **Shopping Cart**:

- Complete the required fields [\*] under **Additional Header Information**.
- Use the **Building List Lookup** to determine the correct **Building Abbreviation**.

Click **Show Delivery and Billing**.



Enter your account information under **Billing**:

- Entering [Grant \(GA\) Accounts](#)
- Entering [General Ledger \(GL\) Accounts](#)
- Entering [Split Distributions](#)

If the order contains a **Quote**:

- Type quote number (i.e. Q or Quote# 12345) in **Item Description** column.
- **Upload** a copy of the quote [in OnBase](#).

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #
1	Whatchamacallit Quote# 12345	Each	2	75.39 USD				
2	Other item	Each	23	10 USD				

*Note: The Contract/Quote # column is for Purchasing use only. Data entered here will not print on the PO.*

**Review** your item information and make any further changes as needed.

- Click **Save**.

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #	Delete
1	Whatchamacallit Quote# 12345	Each	2	75.39 USD	150.78	TEST EQUIPMENT DEPOT	P-MELROSE		
2	Other item	Each	23	10 USD	230.00	TEST EQUIPMENT DEPOT	P-MELROSE		
				<b>Total</b>	380.78				

Buttons: Continue Shopping, Edit, Save, Submit

You will receive a **Confirmation:**

- Click **Continue with Checkout.**

From the **Edit and Submit Requisition** screen:

- Click **Submit.**

You will receive a confirmation:

- Click **Continue Shopping.**
- Confirm successful submission by viewing [Requisition Notifications & Approval Process.](#)